



**Connecticut Family Support Council**  
460 Capitol Avenue · Hartford, Connecticut 06106

**May 11, 2011 Meeting Minutes**

**Meeting Location:** DDS Wallingford Office, Conference Room

In attendance:

Members: Jeanne Milstein, Robyn Trowbridge – Co-Chair, Lisa Sheppard - Co-Chair, Colleen Hayles, Jennifer Carroll, Cindy Jackson (ICC observer), April Dipollina, Terry Cote, Sylvia Gafford-Alexander, Cathy Adamczyk, and Kathleen Bradley

Call to Order: 10:25 am. Delay due to another DDS meeting taking place and when quorum was achieved, the meeting was called to order by Co-Chairs Lisa Sheppard and Robyn Trowbridge.

Guests: None

Public Comment – None

1. April Meeting Minutes – The minutes were reviewed by members present Motion made by: Colleen Hayles Seconded by: Robyn Trowbridge Minutes were approved.
2. ICC – Cindy Jackson attended as an observer only per order of Mark Greenstein.
3. Annual Report – The FSC Annual report was reviewed by the membership in attendance.

Motion made to accept: April Dipollina Seconded by: Katheryn Bradley

Discussion: The FSC membership discussed the purpose of the annual report and the process that occurred leading to the development of this years report.

Included in the discussion were several issues raised via email by the DPH including the use of standing national statistics as an indicator for satisfaction among families specific to family supports. In addition, the status of implementation and integration of the Family Support Guidelines into state agency practice was raised. Following lengthy dialog, the following changes were suggested:

Vote: To distribute the report as is with the following corrections: That we except the Report with a correction to page 2 under State Agencies section, and paragraph 4 eliminates a line, and an asterix (\*) to denote the 6% with a source credit of explanation & clarification on page 3. All in favor of this Vote – Accept report as written: all in favor, yes- 10, no- 0, abstain -1

Discussion was lengthy regarding more specific programs in relationship to the contents in the report and it was decided that at the ANNUAL RETREAT state agencies would pick their 5 top programs that work and or show case the family support guidelines.

Volunteer editors: Robyn Trowbridge and or Lisa Sheppard to make final corrections

4. Road map – a living document, represents the statute interpretation and guide for FSC activities. Will re-visit at least annually to assess where the FSC is in achieving mandate and adjust interpretation of mandate as necessary.
5. By-Laws Committee: Met and discussed the by-laws. It was clear regarding the responsibilities and authority of the Co-Chairs which had been under discussion before and there would be additional language regarding membership attendance and cause and effect in members not attending meetings
6. FSC Member Guide for Role and Responsibilities –Discussion/Feedback on draft: No changes suggested except need to include meeting attendance and expectations for participation in meetings. The membership guidelines were create from this document and Cathy Adamczyk asked that we table the Membership Guide to the next meeting

Discussion continued in re communicating with commissioner members to orient them to the FSC and encourage appointment of alternate representatives to ensure participation. Consider reporting to commissioners when attendance is poor. Also set a standard of number of meetings that all members should be expected to attend or letters from co-chairs will inquire with commissioners, and appointing authorities.

Plan – Make adjustments, typos, add section on meeting attendance. Re-distribute and vote at next meeting for approval.

## **New Business**

1. Strategic Planning for 2011 – Tabled
2. Kathy Bradley announced she was retiring at the end of June
3. Jen Carroll shared announcement about stake holder meeting for Hands & Voices
4. Flyer was sent out by SDE regarding SRBI and is looking for feedback

## **Adjournment 12:05**

### **Next month Agenda**

1. Review and vote on edited Annual Report
2. Review and vote on Member Guidelines
3. Report from Bylaw Committee
4. Annual Retreat